

COMMONWEALTH OF MASSACHUSETTS

Continuing Medical Education Requirements for Physician License Renewal

Documentation

Physicians should maintain records of their continuing medical education (CME) activities, but are not required to submit documentation to the Massachusetts Board of Registration in Medicine with their renewal applications. The Board may conduct an audit and randomly select physicians to forward evidence of CME credits listed on their renewal form. Therefore, it is important to keep adequate records of **all** CME credits earned within the biennial renewal cycle. Physicians should maintain CME records for *at least one full license cycle (2 years) after* the cycle in which credits were earned.

Baystate Health System, Office of Continuing Education maintains a transcript of the Baystate Health System sponsored Category 1 continuing medical education programs you have attended. The transcript includes, title, date(s) of attendance, and number of credit hours earned. This transcript is accessible to the individual physician from the Baystate Health System, Office of Continuing Education website www.baystatehealth.com/learn click “view/print my transcript”

CME Reporting Cycle

To renew a medical license, physicians must certify compliance with state CME requirements. Licensees are required by law to renew their licenses biennially, on or before their birthdays. The Board will automatically forward a renewal application to each physician sixty days prior to his or her birthday.

Physicians who receive an initial license within three months prior to their birthday will not be required to renew the registration until their birthday in the second year following the aforesaid birthday. The MA Board of Registration in Medicine will assign a renewal date to new licensees.

CME Requirements

One hundred (100) hours of CME credits during the two years immediately preceding the birthday license renewal date are required for physician license renewal. *The majority of credits must be earned in study directly related to the physician’s primary area(s) of practice.*

Credits shall be earned as follows:

- a *minimum* of forty (40) hours completed in Category 1. (The entire 100-hour requirement may be completed in Category 1)
- **and**, a *maximum* of sixty (60) hours completed in Category 2.

Also ***required and included*** in the biennial 100 hours of CME:

- two (2) hours of study of the MA Board of Registration in Medicine's regulations (243 CMR 1.00-5.00)
- ten (10) hours total of **risk management study** with a minimum of four (4) hours in Category 1. (The remaining six credits may be in Category 1 or Category 2.)

Risk management study *must* include instruction in medical malpractice prevention such as risk identification, patient safety, and loss prevention. In addition, it may include courses in medical ethics, quality assurance, medical-legal issues, patient relations, non-economic aspects of practice management, or courses designed to reduce the likelihood of medical malpractice through means other than increasing the licensee's medical education and technical competence. Risk management study also includes review of the Board's Patient Care Assessment regulations (243 CMR 3.01 – 3.16) and participation on designated peer review committees dealing with the quality assurance.

Residency/Fellowship

Enrollment in an ACGME-approved residency program within the year prior to renewal date satisfies the CME requirement. A fellowship not exceeding two years also qualifies. If completing a residency or fellowship program, individuals need to earn CME credits beginning with the first *full* (i.e. two-year) license renewal cycle after the program has ended.

Specialty Board Certification or Recertification

Physicians becoming certified or recertified by a specialty board accredited by the American Board of Medical Specialties or American Osteopathic Board may claim the equivalent of **25** credits on Category 1, exclusive of risk management study. Credits will only apply to the license renewal cycle in which the licensee receives notification from the specialty board of successful passage of the examination.

Volunteers for the Board

A physician who serves as a volunteer for the Board of Registration in Medicine may claim the equivalent of a maximum of 20 hours in Category 1 for each two-year renewal cycle. Four credit hours may be applied to Category 1 risk management study. The Executive Director of the Board must certify such service.

Medical Examiners

The Board will grant the equivalent of four hours of required Category 1 credit in risk management study to medical examiners with active service or who can document attendance at appropriate professional society meetings, such as those conducted by the Massachusetts Medicolegal Society. Documentation must be submitted to and approved by the Board's Licensing Committee.

Waiver of CME Requirements

In the event that a physician is unable to complete the CME requirements by date of license renewal, a CME Waiver Request Form must be completed and submitted with the license renewal form to the Board no later than 30 days prior to the renewal date. Visit the Board's website at www.massmedboard.org for a CME Waiver Request Form and instructions.

Category 1 Determination (minimum of 40 hours)

CME activities are designated Category 1 by an accredited sponsor or joint sponsor. Category 1 activities can take the form of lectures, seminars, use of self-study materials, self-assessment programs, mini-residencies, and use of audio-visual or computer based materials, on-line courses, video conferences, etc.

Only an institution or organization accredited for continuing medical education can designate a CME activity as earning Category 1 credit.

Other AMA Activities Approved for Credit

According to the "The Physician's Recognition Award Information Booklet" version 3.2 US licensed physicians may also earn AMA PRA category 1 credit for certain specific activities that providers cannot so designate. To obtain credit from these activities, physicians must apply to the AMA Physician's Recognition Award department.

1. Articles physicians publish, as first or second lead author, in journals indexed by the *Index Medicus*.
2. Poster preparation for an exhibit at a medical meeting designated for AMA PRA category 1 credit, with a published abstract: 5 category 1 credits per poster, 1 presentation per year.
3. Teaching, e.g. presentations, in activities designated for AMA PRA category 1 credit: 2 category 1 credits for each hour to a maximum of 10 credits per year. (2 AMA PRA category 1 credit hours for preparation and presentation of each hour of new and original material designated for category 1 credit by an accredited sponsor, to a maximum of 10 credits per year. A program or announcement of an activity will be acceptable as proof of the teaching activity.)
4. Specialty board certification and maintenance of board certification (specialty board recertification): 25 AMA PRA category 1 credits. (For credit, attach a copy of the certificate or the notification letter from the board.)
5. Medically related degrees, such as the Master's in Public Health: 25 AMA PRA category 1 credits following award of the advanced degree. (For credit, attach a copy of the diploma or transcript to the application.)
6. Participating in an Accreditation Council for Graduate Medical Education (ACGME) accredited residency or fellowship program.

Category 2 Determination (maximum of 60 hours)

The physician individually determines the educational value of those AMA PRA category 2 activities he or she participates in. Accredited Providers (like the Baystate Health System, Office of Continuing Education) do not designate activities for AMA PRA category 2 credit. Physicians should claim credit for appropriate AMA PRA category 2 activities using their own documentation system.

Category 2 study includes any of the following:

- **Medical Teaching** – Credit hours may be claimed for contact hours of teaching health professionals, including medical students, residents, practicing physicians, and allied health professionals. You must list type of education, subject, institution, address, and inclusive dates. **Important:** Teaching medical students and residents should **not** be reported by full-time faculty.
- **Articles, Publications, Books, and Exhibits** – A maximum of ten hours or credit may be claimed only once for the medical or educational content of a publication or exhibit regardless of whether it is reissued or changed in format.
- **Non-Supervised CME** may include:
 - 1) Use of database and other computer based materials in connection with patient care activities.
 - 2) Use of self-instructional materials, such as audiovisual materials, teleconferences, programmed medical education materials, and computer assisted instruction.
 - 3) Clinical consultations that contribute to a physician's education. (Involvement in informal educational consultations about a patient should be estimated and reported in hour blocks.) **Important:** Ordinary case consultation should not be reported.
 - 4) Discussion with colleagues about patient care and patient centered discussions with colleagues.
 - 5) Participation in patient care review activities such as peer review, case conference, chart audit, service on hospital medical staff committees for tissue review, infections, pharmacy, and morbidity and mortality.
 - 6) Journal club activities
 - 7) Self-Assessment – Physicians may earn credit for time spent taking self-assessment examinations not eligible for category 1 credit.

NOTE: Physicians **must spend a minimum of 2 hours per licensing cycle** studying the Board of Registration in Medicine Regulations 243 CMR 1.00-5.00. Credit may be earned in Category 2 or, when appropriate, in Category 1.

For more information contact the:

Massachusetts Medical Society

Department of Medical Education Services

860 Winter Street

Waltham, MA 02451-1411

(800) 322-2303 or (781) 893-4610

website : massmed.org

Massachusetts Board of Registration in Medicine

Ten West Street, 2nd Floor

Boston, MA 02111

(617) 727-3086

website: massmedboard.org